

CITY OF TEMPE

Part-Time Employment Opportunity



Community Services Department • Arts & Culture Division • 700 W. Rio Salado Parkway • 480-350-2827 • www.tempe.gov/PublicArt

Arts Assistant (City of Tempe – Arts and Culture Division)

Closing Date: Open until position is filled

Hourly Wage: \$14.00-\$16.00 per hour

Work Schedule: 19.5 hours with flexible days/times (Monday–Friday).

This is a non-benefitted position.

This position assists with projects related to public art. This includes meeting planning, clerical support, research, artist assistance and project documentation.

Education and/or Experience

Requires comprehensive computer skills; Responsible clerical or secretarial experience including public contact; Related professional experience and/or completed course work in the visual arts, performing arts, art history, museum studies and arts administration. Bachelor's Degree preferred, but not required.

Essential Job Functions:

- Assist with planning, coordination and implementation of projects related to public art. Assist in the process of selecting artists for commissioned projects and assisting with selection panels and public presentations.
- Research and organize data and background material; compile and prepare a variety of statistical, financial, operational and special project reports.
- Establish and organize filing systems; perform record keeping, inventory and maintain program files for various projects.
- Good written and verbal communication skills. Respond to inquiries from public, city staff, artists and partners via telephone, e-mail, written correspondence.
- Ability to work on multiple concurrent projects and demonstrate effective time management and organization skills. Initiative and self-starter skills are essential.

Applicant Requirement: Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

Email Resume and Application to:
Rebecca_Rothman@tempe.gov

For questions, please contact:
Rebecca Blume Rothman at 480-350-2827

An equal opportunity/reasonable accommodation employer